TRAINING OUTLINE

COURSE TITLE	Emplx HRM & Payroll Solution
DURATION	1 day

Introduction

This training helps participants understand how profiles, leave, claims, and performance evaluations are linked to payroll processing, including identifying data sources and resolving any errors.

Training Objective

- To provide new users with the necessary guidance to effectively utilize the system, enhancing their productivity and work efficiency.
- To provide refresher training for those who are not familiar with the features of the system.

Training Outcome

At the end of the training, participants will:

- ·Understand the linkage of profile, leave, claim, timecard, overtime, trip request, onboarding, HR Letter, MARS, payroll, training and analytics.
- Know the data source of the items in the payroll processing sheet and troubleshoot any errors.

Who Should Attend?

- HR Managers/ Executive/ Officer
- Payroll Manager/ Executive
- Business Leaders/ Supervisor

Learning Methodologies

- Interactive lectures
- Case studies
- Activities

Course Content

Module 1: Employee Profile
1.Employee Profile Management
i. The procedure of new join, resignation, transfers, and etc
ii. The procedure of user access / login
iii. The procedure of supervisor creation / delegation
iv. Employee Profile Reporting

2. Employee Profile Setting
i. The setup of employee profile notification
ii. The setup of department/cost centre
iii. The setup of user group access in category based.
iv. The setup of user modules access

Module 2: Payroll
1.Payroll Policy
i. The setup of payroll cut off date
ii. The setup of payroll formula policy
iii The setup of data view of payroll reporting

2. Payroll Processing Management
i. The procedure of payroll processing
ii. The procedure of payroll data validation
iii The procedure of identify payroll data
iv. The procedure of payroll transactions assignment

Module 3: Overtime
1. Overtime Policy
i. The setup of overtime type/group
ii. The adjustment of overtime policy
iii. The data view of overtime structure

2. Overtime Management
i. The procedure of overtime submission
ii. The procedure of overtime cancellation
iii. The procedure of overtime withdrawn
iv. The procedure of overtime approval

Module 4: Leave
1. Leave Policy
i. The setup of leave type/group
ii. The adjustment of leave policy
iii. The data view of leave calendar structure

2. Leave Management
i. The procedure of leave submission
ii. The procedure of leave cancellation
iii. The procedure of withdraw leave
iv. The procedure of leave approval

Course Content

Module 5: Claim
1. Claim Policy
i. The setup of claim type/group
ii. The adjustment of claim policy
iii. The data view of claim structure

2. Claim Management
i. The procedure of claim submission
ii. The procedure of claim cancellation
iii. The procedure of claim withdrawn
iv. The procedure of claim approval

Module 6: Time Card
1. Time Card Policy
i. The setup of shift type/group
ii. The adjustment of shift policy
iii. The data view of shift structure

2. Time Card Process/Management & GPS
i. The procedure of work calendar assignment
ii. The procedure of work calendar exception
iii. The procedure of work calendar reporting
iv. The procedure of time card approval

Module 7: Performance Evaluation
1. Performance Evaluation Process
i. The create process PE form in admin mode
ii. Activation process appoint to employee by supervisor
iii. Performance Evaluation Process by Indivdual

2. Performance Evaluation Management
i. The setup of PE form cycle, objective
ii. The setup of PE form acknowledgement
iii. The setup of PE form delegation of user mode
iv. Data Analysis of Performance Evaluation

Module 8: Onboarding
1. Onboarding Process
i. Candidate Registration Form
ii. Document Acknowledgement

2. Onboarding Management
i. Candidation Profile Update
ii. Company Document

Course Content

Module 9: HR Letter
1. HR Letter Process
i. HR Letter Approval
ii. HR Letter Data Source Linkage

2. HR Letter Management
i. HR Letter Template
ii. HR Letter Source Content

Module 10: Trip Request
1. Trip Request Policy
i. The setup of trip request type/group
ii. The trip request application setup

2. Trip Request Management
i. The procedure of trip request submission
ii. The procedure of trip request cancellation / call off
iii. The procedure of trip request withdrawn
iv. The procedure of trip request approval

Module 11: MARS
1. MARS Report Setup
i. User Account Access Control
ii. Report Data Column Control

2. MARS Report Management
i. Custom monthly view report
ii. Report Template

Module 12: Training
1.Course Set-up and Schedule
i. The course and training schedule setup
ii. The trainer assignment and employee enrollment
iii. The automated training reminder setup

2. Attendance Records
i. The employee attendance and learning completion tracking
ii. The training expenses record management

3. Certificate Management
i. The certificate attachment and management
ii. The re-certification notification setup
iii. The employee certificate upload

4. Reports and Analytics
i. The training reports and analytics
ii. The training needs analysis
iii. The training progress and effectiveness monitoring

Course Content

Module 13: Analytics

1. Data Access Control
i. The data access permission setup
ii. The authorized user access management

2. Data Exploration and Analysis
i. The pivot table setup and customization
ii. The report drill-down and data analysis
iii. The data patterns and trends identification

3. Consolidated HR Data Analysis
i. The integration of data from payroll, attendance, and performance management modules
ii. The consolidated HR data reporting

4. Cross-Module Analysis
i. The workforce data consolidation across locations and branches
ii. The cross-module reporting and trend analysis